

MINIBUS OPERATOR

Class Definition

Under supervision, operates a minibus transporting elderly passengers and passengers with disabilities to assigned destinations.

Distinguishing Characteristics

Minibus Operator is a working level class assigned to the Transportation Department. Incumbents drive minibuses to locations, as dispatched, to transport passengers to their destinations. Incumbents operate hydraulic lifts and wheelchair lockdown devices, and help passengers with entering and exiting the minibus. This class is distinguished from Bus Driver in that incumbents of the latter operate full size passenger coaches on established routes. Incumbents may be assigned to a variety of shifts, including split shifts, nights, weekends, and holidays.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Operates a minibus, equipped with a hydraulic lift, to pick up and discharge elderly passengers and passengers with disabilities, as assigned by a dispatcher; determines most appropriate route to destination.

Collects and accounts for fares; gives information concerning operations, schedules, and pickup points.

Maintains log sheets containing mileage, time, and passenger data.

Performs daily operational checks of minibuses; reports damage to or defects in body, tires, lights, mirrors, instruments, brakes, hydraulic lifts, and other equipment for rider and driver safety and convenience.

Provides physical assistance to passengers as needed, including helping passengers getting on and off the minibus, securing wheel chairs and seat belts, and attending to physical needs of passengers.

May instruct new operators in the operation of minibuses according to safety regulations and established procedures.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of the traffic laws, ordinances, and rules applicable to passenger carrying vehicle operation.

Knowledge of the safety requirements and hazards involved in operating a passenger carrying vehicle.

Ability to operate passenger carrying equipment according to safety and traffic laws and regulations.

Ability to detect operating defects in automotive equipment.

Ability to read street signs and maps.

Ability to complete daily and accident reports and forms.

Ability to deal effectively, tactfully, and courteously with elderly passengers, passengers with disabilities, and the public.

Ability to work independently and to apply common sense in situations where standard procedures may not apply.

Ability to resolve conflicts among passengers to maintain order on the minibuses.

Ability to cooperate in a work setting with other Transit employees.

Skill in the operation of passenger carrying vehicles.

Minimum Qualifications

Three years of licensed experience in the operation of motor vehicles, and one year of work experience involving direct public contact.

Necessary Special Requirement

Possession of a valid Class B California Driver's License, with passenger endorsement, and either a General Public Paratransit Vehicle (GPPV) or School Pupil Activity Bus (SPAB) certificate at time of filing application. Such license must be maintained for the entire term of employment in this class.

APPROVED: _____
Director of Personnel

DATE: _____